

In addition to children in the custody of the Children's Division, children in custody of the following agencies are eligible to receive benefits through the Missouri Adoption Subsidy Program:

- Division of Youth Services (DYS);
- Department of Mental Health (DMH); and,
- Private child-placing agencies, licensed in accordance with Sections 210.481 - 210.536 (RSMo).

NOTE: In situations where a Missouri child is being adopted through a Missouri private child-placing agency, and the adoptive parent's state of residence is not Missouri, it is the adoptive parents' state of residence where the adoption assistance application should be made. In that event, the public child welfare agency in the adoptive parents' state of residence is responsible for determining whether the child meets the definition of special needs, entering into the adoption assistance agreement and paying the subsidy, consistent with the way public benefits are paid in other programs. (ACYF-CB-PA-01-01/January 23, 2001)

If this child is not determined to be IV-E eligible, this policy does not apply, and the Missouri Children's Division will be responsible for assisting in the adoption subsidy process.

NOTE: Children adopted internationally are not eligible for the Missouri Adoption Subsidy Program or for the payment of nonrecurring expenses.

All requirements in this procedure apply in the use of the program for a child in the custody of one of the above three agencies. The Division approves the agreement and administers payment according to the terms of the agreement. Coordination between these agencies and the Division will be needed to assure the eligible child receives all appropriate services.

Special needs children, known to other agencies, who are not eligible for the Missouri Adoption Subsidy Program, may be eligible for payment of nonrecurring adoption expenses.

In the coordination needed to make this service available, it is generally expected that, except for the Division's final approval, the other agency will carry out, with families approved by them, all interpretation of the program and processing of forms related to the program and any prior authorizations required for the expenditure of funds. County offices will be expected to provide assistance, as needed, to the agency and to approve, as required, the expenditure of adoption subsidy funds. In making this program accessible to children in the custody of these agencies, Division county offices should apply the following guidelines:

A) Other agencies shall have the responsibility for:

1. Interpretation of the program including its benefits and limitations to adoptive families approved by them;
2. Processing the Adoption Subsidy Application (CS-SA-1) and the Adoption Subsidy Agreement (CS-SA-2) except for the required Division signatures and approval process;
3. Interpreting the requirements for payment of nonrecurring adoption expenses when a special needs child is not eligible for the Missouri Adoption Subsidy Program (MASP);
4. Processing the Application and Agreement for Payment of Nonrecurring Adoption Expenses (CS-SA-4), and forwarding to the Division for the required signatures;
5. Conducting the required annual review of the CS-SA-2, preparation of the renegotiated CS-SA-2, and obtaining approval through the Division county office;
6. Bringing to the attention of the Division county office any information which could result in a change in the payment amount or type of benefit and preparing revised forms CS-SA-1, 1A, and 2 and distribution of the CS-SA-3, as needed;
7. Maintenance of records regarding the use of the program; and,
8. Working with the county office located in the residence of the adoptive family.

B) County Offices will be responsible for:

1. Approval and use of any subsidy made for a child in the custody of another agency;
2. Approval of the CS-SA-4 if the child and adoptive parent(s) are eligible only for payment of nonrecurring adoption expenses;
3. Assisting, as needed, in the completion of the CS-SA-1, CS-SA-2 (and its Attachment) and the CS-SA-4;
4. Completion of an SS-61 for the adopted child and an SS-60 for the adoptive parent(s) when the CS-SA-2 is used;

NOTE: It is not necessary to complete these forms when the child is eligible only for nonrecurring adoption expenses.

For children eligible only for nonrecurring adoption expenses, the completed CS-65 must be submitted to the Children's Services Payment Unit (CSPU) to authorize payment.

5. Maintenance of records regarding the use of the Missouri Adoption Subsidy Program and the use of nonrecurring adoption expenses when the child is only eligible for these expenses;
6. Assisting, as needed, in the completion of forms authorizing payment of benefits (CS-65, SS-61 and SS-60);
7. Assisting, as needed, in the completion of forms related to the authorization of contracted services (CS-67, CS-67A), and assuring correctness of invoices (CS-65A) for payment submitted by providers;

NOTE: Agencies will need to submit the CS-65A to the local Children's Division office responsible for processing payment.

8. Assisting, as needed, in the interpretation of the program to the staff of the other agency and the adoptive families making use of the Missouri Adoption Subsidy Program (MASP) or payment of nonrecurring adoption expenses only;
9. Review of the material submitted by the other agency to assure eligibility of the child and compliance with requirements for:

a) MASP, and

b) Payment of nonrecurring adoption expenses only;

Additional information should be obtained from the agency when needed.

10. Entry of appropriate data in the automated payment systems according to the terms of the agreement and assurance that receipts, as required, have been submitted.

NOTE: Children in the custody of private child placing agencies must have their eligibility for IV-E Adoption Subsidy funds determined by an Eligibility Specialist.

TITLE:	CHILD WELFARE MANUAL
SECTION 4:	OUT-OF-HOME CARE
CHAPTER 30:	SUBSIDIZING AN ADOPTION/LEGAL GUARDIANSHIP
ATTACHMENT C:	OTHER AGENCY USE OF ADOPTION SUBSIDY
EFFECTIVE DATE:	September 16, 2003
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Payment for children eligible for MASP is authorized through the use of the Alternative Care Client Form (SS-61) and the Children's Services Integrated Payment System Invoice (CS-65). Contracted services are authorized and payment made through the CS-67 and CS-67A. Payment for nonrecurring expenses approved in a CS-SA-4 is authorized through the use of the CS-65A (Children's Services Integrated Payment Invoice). The instructions for these forms include action to take for children in the custody of private child-placing agencies, DYS and DMH and those eligible only for payment on nonrecurring adoption expenses.

Should an eligible MASP child, in the custody of DYS, DMH, or a private agency, be placed with a Division approved adoptive family, processing the initial agreement should be a cooperative effort. The review and subsequent renegotiation of the agreement is the responsibility of the Division's county office in the county of the adoptive parent(s)'s residence.

Related Subject: Chapter 11, of this section, Financial Support Planning.
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MEMORANDA HISTORY: CS03-33